



Distance Education Instructor Certification Policy

Instructors assigned to teach online or hybrid classes as defined in the class schedule, will be required to complete the following training:

Phase 1: Before an instructor is assigned to teach a distance education class for the first time* they must complete training in the following areas:

- Course Management System (Bb) training
- New Technologies Training
- Online Teaching and Pedagogy
- Effective and Engaging Techniques
- Assessment Methods
- Capstone – Online Course Creation & Review (optional for blended courses)

Examples of satisfactory training include completion of one of the following:

- Santa Ana College's Online Instruction Certification
- Completion of the California Community College @One Online Teaching Certification (<http://www.onefortraining.org/certification/>) within the last three years.

Phase 2: After an instructor has started teaching a distance education course, it is strongly recommended that they complete the following:

- Mentoring from an experienced distance education instructor for at least the first semester and longer if deemed appropriate.
- Continue professional development in online teaching and new technology

Phase 2 can be accomplished through a variety of means including but not limited to:

- Presenting or participating in online learning multimedia courses and workshops offered during Santa Ana College Flex Week.
- Participation in conferences, webinars, listservs, forums or workshops related to online teaching.
- Mentoring new online instructors.

Continuing Evaluation

A critical component of maintaining the quality of online education is continued evaluation. Online classes should be evaluated as part of the normal instructor evaluation process. Online and traditional instruction are dissimilar, they require different skill sets for class preparation and delivery. If an instructor teaches both online and in the classroom, it is most strongly recommended that both venues be evaluated in a comprehensive instructional evaluation.

Adapted from Cuyamaca College

* Distance education instructors already teaching online/hybrid prior to the implementation of this policy will have one year in which to complete their training.

Module I: New Technologies

Gradebook Items:	Points	Location	Due Date
<u>Intro:</u>			
Getting to Know Each Other!	5	Discussion Board Forum	9-Sep
<u>Drawer 1:</u>			
Discussion Boards	5	Discussion Board Forum	13-Sep
Current Events (course blog)	5	Blogs	13-Sep
Thoughts on Project Work (Individual Blog)	5	Blogs	13-Sep
Journal - Reading	5	Journals	13-Sep
Course Wiki	5	Wiki	13-Sep
Messages	5	Messages	13-Sep
Potential Group Projects - Group 1	5	Wiki (Just your group)	13-Sep
OR Potential Group Projects - Group 2		Wiki (Just your group)	13-Sep
OR Potential Group Projects - Group 3		Wiki (Just your group)	13-Sep
<u>Drawer 2:</u>			
Jing and it's Uses	5	Discussion Board Forum	20-Sep
Camtasia Relay and It's Uses	5	Discussion Board Forum	20-Sep
3b. NBC Learn Video	5	Drawer 2, NBC Module, 3b (quiz on video you found)	20-Sep
Multimedia Resource Thoughts	5	Discussion Board Forum	20-Sep
<u>Drawer 3:</u>			
CCC Confer	5	Participation in a CCC Confer Test! 7am, noon, or 5pm	24-Sep
Accessibility Quiz	21	Drawer 3, Accessibility folder	27-Sep
<u>Completion:</u>			
End of Course Survey - Instructor Training	10	Completion Folder - a MUST do please!	27-Sep
Total Points Possible	96		
Points Needed for Module Completion	86.4	(96 points * 90%)	

Module II: Intro to Online Teaching

Gradebook Items & Tasks:

Points Location

Intro:

Course Introductory Video 2-Oct

~~Getting to Know Each Other! (no new faculty)~~ 5 ~~Discussion Board Forum~~ ~~2-Oct~~

Understanding Online Learning:

View "The Voice of the Active Learner"

Read Learner-Centered Online Course Design

Read Successful Online Facilitation

Learner-Centered Online Course Design 5 Discussion Board Forum 7-Oct

Create/Update Your Introductory Email 5 Blogs 7-Oct

Course Design:

Read "Santa Ana College - Regular Effective Contact Guidelines"

Update the "Faculty Information Site"

Quiz for verification of Faculty Information Site Updated 5 Job Site #2 14-Oct

Read "Activities for Student Participation"

Read "Beginning of Semester Checklist"

Read Dropping and Drop Policies

1st Week and Regular Effective Contact Activities 5 Blogs 14-Oct

Course Organization:

Read Learner-Centered Approach to your Syllabus

Update Your Syllabus

Select/Import your Template

Create a Course Banner

Update Your Course Theme

Create Video Tour of Course Site

Post a link to your tour 5 Discussion Board Forum 18-Oct

Completion:

End of Course Survey - Instructor Training 10 Completion Folder - a MUST do please! 18-Oct

Total Points Possible 35

Points Needed for Module Completion 32 (90% of total points)

Module III: Effective and Engaging Interaction

Gradebook Items & Tasks:	Points	Location	
<u>Intro:</u> Getting to Know Each Other!	5	Discussion Board Forum + 2 replies (min.)	25-Oct
<u>Understanding Effective Interaction:</u> Read portions of Handbook of Online Learning - Interaction/Presence Read 7 Strategies to make Your Online Teaching Better Read Steps to Building a Course Community			
Blog on techniques learned and comment/share	5	Course Blog + 2 comments (minimum)	28-Oct
<u>Understanding Social Networking:</u> Read portions of Handbook of Online Learning - Social networking Read "Experimenting with Facebook in the College Classroom" Watch how a Teen Student Uses Twitter			
Sharing thoughts and usage of Social Networking	5	Discussion Board Forum + 2 replies (min.)	28-Oct
<u>Determining the Best Techniques for Your Class:</u> Implement your best Effective and Engaging techniques in your Course Shell Share together in a "What Would You Do?"			
	5	Discussion Board Forum + 2 replies (min.)	1-Nov
<u>Completion:</u> End of Course Survey - Instructor Training	<u>10</u>	Completion Folder - a MUST do please!	1-Nov
Total Points Possible	30		
Points Needed for Module Completion	27	(90% of total points)	

Module IV: Assessment Methods for Online Courses

Gradebook Items & Tasks:	Points	Location
<u>Understanding Assessments for Active Learning:</u>		
Read about Student Authentication requirements and Best Practices		
Read Active Learning Activities - U of Pittsburgh		
Read Online Teaching Activity Index - Illinois Online Network		
Read Faculty Focus: From Passive Viewing to Active Learning		
Blog on Active Learning Assessments learned and comment/share	5	Course Blog + 2 comments (minimum) 7-Nov
<u>Understanding Survey Usage:</u>		
Read Why Conduct Surveys?		
Look at the End of Course survey sample		
Download the Sample Survey and Import into your courseshell		
Look at some of Smith College's Mid-semester resources		
Survey Question Discussion --> Thread Posted	5	Discussion Board Forum 8-Nov
Survey Question Discussion --> at least 2 replies	2	Discussion Board Forum: 2 replies (min.) 12-Nov
<u>Implementing Assessments:</u>		
Include your new active learning assessments into your syllabus/courseshell		
Create your midstream survey to assess your new techniques		
Share together in a "What Do You Use?" --> Thread Posted	5	Discussion Board Forum 13-Nov
Share together in a "What Do You Use?" --> at least 2 Replies	2	Discussion Board Forum: 2 replies (min.) 15-Nov
Read the Faculty Focus: Course Design and Development Ideas that Work		
Watch Pearl Arredondo's Ted Talk - <i>Give yourself a little motivational break!</i>		
<u>Completion:</u>		
End of Course Survey - Instructor Training	10	Completion Folder - a MUST do please! 15-Nov
Total Points Possible	29	
Points Needed for Module Completion	26	(90% of total points)

Module V: Capstone Project

Gradebook Items & Tasks:

Points Location

Finishing up Those To-Do's:

Watch Amy Cuddy: Your body language shapes who you are

Strike Your Pose and Remember...

Review the Module II, III, IV Items to Complete list & Complete your tasks

Use "Assessing Online Facilitation" for a final course self-eval

Peer Appraisal:

Rating Posts

5

Discussion Board Forum

25-Nov

Share Something New - Asking for Some Help --> Thread Posted

8

Discussion Board Forum

22-Nov

Share Something New - Asking for Some Help --> at least 2 replies

2

Discussion Board Forum: 2 replies (min.)

27-Nov

Completion:

End of Course Survey - Instructor Training

10

Completion Folder - a MUST do please!

2-Dec

Total Points Possible

25

Points Needed for Module Completion

23

(90% of total points)